Date:

**Subject: Request letter for back pay**

Dear Mr. ABC,

I am (mention your name) working as a sales manager in the sales department of your company. My employee number is XY424. This letter is being written to formally request you to pay me my salary for the last 10 days of the previous month. The unpaid days are from 21st August 20XX to 1st Sep 20XX.

If you need information further, you can contact me anytime and ask me. I hope that this letter will be able to get your immediate response. I am looking forward to your kind response.

Regards,

Yours sincerely,

Name of the employee

Signatures

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